



DEPARTMENT OF EDUCATION & EARLY DEVELOPMENT
 Division of Libraries, Archives & Museums
 Archives/Records & Information Management Service
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STATE OF ALASKA

Schedule No: 22604

Agency I.D: 47

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RECORDS RETENTION SCHEDULE

RETENTION KEY

FORMAT KEY

DEPARTMENT OF ADMINISTRATION	A - Audit	PA - Permanent (Transfer to State Archives)	H - Hardcopy
DIVISION OF GENERAL SERVICES	C - Cut-off date/event	PO - Permanent (Retain in Office)	E - Electronic
CENTRAL MAIL & FORMS MANAGEMENT	CY - Current Year	TO - Term of Office	D - Database
	CFY - Current Fiscal Year	Bus. Ess. - Business Essential Record	S - Scanned
			M - Microform

The Agency will follow retention periods for common records as listed in the most current State of Alaska General Administrative Records Retention Schedule (GARRS), unless those records have been listed on this schedule.

Unless otherwise noted, all records series are retained on a Fiscal year basis.

All records that have potential permanent legal and historical value may be reviewed by the State Archivist for possible permanent retention in the State Archives in accordance with AS 40.21.030.

Unless otherwise indicated all records series are non-confidential. This records schedule supersedes #22603.

Statutory/Regulatory Authority: AS 44.21.020 (1), (6).

Central Mail provides efficient daily mail posting and post office delivery; daily interagency receipt, sorting and distribution; and, scheduled volume insertion and posting services for warrants from the following: AKSAS, AKPAY, Retirement & Benefits payroll, Department of Labor Unemployment Insurance checks, ACPE Billing Statements and the Permanent Fund Dividend Division. Forms Management distributes State forms to all State agencies.

Under 4 AAC 59.005, it is the responsibility of agencies to ensure that records created and maintained in electronic systems remain accessible and durable for their prescribed retention period. This requires addressing the issues of periodic media refreshment, digital migration strategies and security plans. Backups produced for system recovery purposes do not serve a recordkeeping function or substitute for archived business essential duplicates.

Pursuant to the provisions of AS 40.21, the records listed below are approved for retention and disposition as indicated.

Typed name of Division Director	State Archivist		Date	Assistant Attorney General	Date
Vern Jones, Chief Procurement Officer	<i>D. Dawson</i>		11/18/11	<i>Alan ...</i>	10/19/11
Signature of Division Director/Designee	Date	Records Analyst	Date	Commissioner of Administration	Date
<i>[Signature]</i>	11/7/11	<i>[Signature]</i>	11/18/11	<i>[Signature]</i> FOR DOA COMMISSIONER	11/1/11

Records Retention Schedule Continuation			Agency I.D: 47		Schedule No: 22604		Page 2 of 2	
Prev. Item No.	Item No.	Records Series Title & Description	Format	Office	Retention		Bus. Ess.	Remarks
					Records Center	Total Retention		
2	1	<p>Warrant Records</p> <p>This series documents the authorization and issuance of warrants that Central Mailroom processes and distributes for the Division of Finance. Includes record of warrants examined and Authorization To Release Warrants [Form 02-450].</p> <p>Arranged chronologically.</p>	H	C	-	T		<p>C = Until sent to the Division of Finance.</p> <p>T = Transfer to the Division of Finance.</p> <p>Official Record Copy is administered by the Division of Finance.</p>
3	2	<p>Forms Stock Release</p> <p>Consists of a reference file of agency forms requests. Includes copy of Division generated invoice. The forms are assigned a sequential number upon receipt.</p> <p>Arranged by department and then by ascending invoice number.</p>	H	C	-	C		<p>C = Until administrative need is met.</p> <p>Official Record Copy is administered by General Services, Accounting, which issues the invoices.</p>